

Attachment E

NCTCOG Move, Add or Change Request

NCTCOG Move or Change Procedures for 9-1-1 CPE Equipment

1: Local Government shall notify NCTCOG in writing of any move, add or changes as soon as Local Government is made aware, or no less than 120 days.

2: Notification must be on Local Government letterhead and signed by the authorized official or designee.

3: Notification must include the following:

A: Date of move or change.

B: If moving, the location of the new facility.

C: If change, a time frame will need to be defined.

D: Local Government primary contact information.

4: Local Government shall invite and notify NCTCOG of all meetings in conjunction with move and change requests.